

## SECTION 1 SITE PLAN REQUIREMENTS

### 1.01 **PURPOSE** (ZA2002-0021)

The purpose of the site plan approval process is to establish a procedure for coordinating improvements to properties other than single-family or two-family uses. Through site plan approval, zoning standards and other applicable municipal standards or ordinances that may apply to specific site development can be uniformly implemented by the Planning & Zoning Commission for multiple family and nonresidential uses. This procedure is intended to promote, among other items, the efficient and harmonious use of land, safe and efficient vehicular and pedestrian circulation, parking and loading, lighting, screening, and landscaping.

### 1.02 **GENERAL** (ZA2002-0021)

Article IV, Section 1 establishes a site plan review process for land development. The process involves a series of two plans, progressing from a generalized evaluation of a site and development concept to approval of a detailed development plan.

The first plan in the series is a Preliminary Site Plan. This plan presents detailed information on building layout, parking, drives, landscaping, screening and other site improvements. Preliminary Site Plan approval assures the applicant that the general layout is acceptable prior to proceeding with detailed engineering and design work. Site Plan approval is the final step in the process. A Site Plan is a detailed, scaled drawing of all surface improvements, structures and utilities proposed for development. Site plan approval is required prior to a grading release and prior to the issuance building permits. Preliminary Site Plans and Site Plans require review and approval by the Planning & Zoning Commission.

The purpose of this process is to:

1. Ensure compliance with adopted City development regulations and other applicable regulations for which the City has enforcement responsibility.
2. Promote safe, efficient and harmonious use of land through application of city-adopted design standards and guidelines.
3. Protect and enhance the City's environmental and aesthetic quality.
4. Ensure adequate public facilities to serve development.
5. Prevent or mitigate adverse development impacts, including overcrowding and congestion.
6. Aid evaluation and coordination of land subdivision.
7. Promote the public health, safety and welfare.

### 1.03 **APPLICABILITY**

The site plan review process shall apply to:

1. Non-residential development, except as provided in Article IV, Section 1.04.
2. Multi-family residential development having more than four dwelling units, including attached single-family housing and condominiums.
3. Mobile home parks.

4. Parking lot development, reconstruction or reconfiguration of more than twenty (20) spaces.

#### 1.04 **EXEMPTIONS**

The following types of development are exempted from the requirements of this Section.

1. Agricultural buildings.
2. Temporary field construction offices / staging areas as permitted by the Building Inspection Department.

#### 1.05 **SUBMISSION OF APPLICATIONS (ZA2002-0021)**

Applications for approval of plans required by this Section must be submitted to the Planning & Development Department. A calendar of official submittal dates for items requiring Planning & Zoning Commission approval shall be published by the City thirty (30) days prior to the beginning of each calendar year. All applications received on a date other than an official submittal date shall be dated received on the next official submittal date. Applications must be complete for acceptance (See Article I, Section 12).

#### 1.06 **FEES, FORMS AND PROCEDURES**

The City Council shall establish a schedule of fees relating to the site plan approval process. The Director of Planning may establish procedures, forms and standards with regard to the content, format and number of copies of information constituting an application for preliminary site plans and site plans.

#### 1.07 **PRELIMINARY SITE PLAN**

##### **A. GENERAL**

A preliminary site plan is the first plan in the site plan approval process. The purpose of the plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property.
2. Determine the placement, configuration, coverage, size and height of buildings.
3. Determine the design of public street improvements and right-of-way, the design and location of drives, aisles and parking.
4. Determine location and preliminary design of open space, landscaping, walls, screens and amenities.
5. Determine the preliminary design of drainage facilities and utilities.

##### **B. APPLICABILITY**

Except as provided in Article IV, Section 1.08(A), an approved, valid preliminary site plan shall be required prior to the consideration of a site plan for development property defined in Article IV, Section 1.03. The plan must include all contiguous property of common ownership, except that approved platted lots that are not part of the intended development may be shown for informational purposes only.

##### **C. APPLICATION PROCEDURE AND REQUIREMENTS**

1. **Pre-Application** - Before preparing a preliminary site plan, the applicant shall meet with Planning Department staff to discuss the application procedure and requirements, and review the proposed development concept.
2. **General Application** - The property owner shall file an application for the approval of a Preliminary Site Plan. This application shall include the information listed below on one dimensioned, engineered-scaled drawing on a sheet size 24" x 36". The drawing shall include existing and proposed site conditions and improvements, including:
  - a. Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
  - b. Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, City of Frisco project number, and preparation date.
  - c. Name, address and phone number of owner(s) and applicant(s).
  - d. Site data summary table with the following information:
    - Zoning
    - Proposed Use
    - Lot Area, excluding right-of-way (square footage and acreage)
    - Building Area (gross square footage)
    - Building Height (feet and number of stories)
    - Lot Coverage
    - Floor Area Ratio (for non-residential zoning)
    - Total Parking Required (with ratio)
    - Total Parking Provided
    - Handicap Parking Required
    - Handicap Parking Provided
    - Interior Landscaping Required
    - Interior Landscaping Provided
    - Square footage of Impervious Surface
    - For multi-family developments:
      - Number of Dwelling Units with Number of Bedrooms
      - Usable Open Space Required
      - Usable Open Space Provided
  - e. City of Frisco site plan notes.
  - f. Existing topography at two-foot contours or less.
  - g. Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks.
  - h. Proposed reclamation of floodplain area(s), if applicable, with acreage.
  - i. Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
  - j. Building locations, building size and dimensions, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.

- k. Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type.
  - l. Visibility easements.
  - m. Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
  - n. Existing utilities and proposed fire hydrants.
  - o. Proposed detention areas.
  - p. Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.
  - q. Access easements and off-site parking.
  - r. Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage.
  - s. Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification.
  - t. Landscaping islands with dimensions and open space areas with dimensions and square footage.
  - u. Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases.
  - v. Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
3. **Additional Requirements** In addition to meeting the requirements for preliminary site plan approval, the following approvals may be necessary: (such applications and plans shall be accepted for filing, however, prior to approval of the preliminary site plan, and failure to submit such applications prior to approval of the preliminary site plan shall be grounds for denial or rejection of the preliminary site plan).
- a. Preliminary plat, if applicable.
  - b. Preliminary utility plans, if applicable.
  - c. Traffic Impact Analysis, if required.
4. **Standards of Approval** (ZA2002-0021) - The Planning & Zoning Commission may approve, conditionally approve, table or deny a Preliminary Site Plan based on:
- a. Conformance with the Comprehensive Plan and adopted design guidelines.

- b. Compliance with the Zoning Ordinance and other applicable regulations and previously approved, valid plans for the property.
  - c. Impact on the site's natural resources.
  - d. Affect on adjacent and area property and land use.
  - e. Safety and efficiency of vehicular and pedestrian circulation, traffic control and congestion mitigation.
  - f. Safety and convenience of off-street parking and loading facilities.
  - g. Access for fire fighting and emergency equipment to buildings.
  - h. Use of landscaping and screening to shield lights, noise, movement or activities from adjacent properties, and to complement the design and location of buildings and parking.
  - i. The location, size and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
5. **Effect** (ZA2002-0021) - Approval of a preliminary site plan by the Planning & Zoning Commission shall constitute authorization by the City for the owner(s) to submit an application for final site plan approval for development of the entire site or a portion thereof provided that the site plan conforms to the preliminary site plan and any conditions attached to its approval. During the time the preliminary site plan remains valid, the location of buildings, landscaped areas, open space, streets, drives, fire lanes, median breaks, curb cuts and parking shall remain fixed except as to permit minor adjustments resulting from subsequent engineering of improvements or to prevent a condition affecting public health or safety which was not known at the time of approval. Except where authorized by ordinance, a preliminary site plan may not be used to approve an exception to development regulations. Where an approved plan conflicts with an adopted regulation and no variance or exception is expressly approved, the regulation shall apply.
6. **Lapse** (ZA2002-0021) - The approval of a preliminary site plan shall be effective for a period of two years from the date that the preliminary site plan is approved by the Planning & Zoning Commission, at the end of which time the applicant must have submitted and received approval of a site plan by the Planning & Zoning Commission. If a site plan is not approved within such two-year period, the preliminary site plan approval is null and void. If site plan approval is only for a portion of the property, the approval of the preliminary site plan for the remaining property shall be null and void. The applicant shall be required to submit a new preliminary site plan for review and approval subject to the then existing regulations.
7. **Appeal** (ZA2002-0021) - The applicant, Director of Planning & Development, or four members of City Council may appeal the decision of the Planning & Zoning Commission by submitting a written notice of appeal to the Planning & Development Department. The applicant or Director of Planning & Development must submit said written notice of appeal no later than fourteen (14) days from the date of such decision. The City Council shall consider and act on whether it will appeal the Commission's decision no later than fourteen (14) days from the date of such decision or at its first regular meeting (for which there is time to post an agenda as required by law) that occurs after the Commission meeting at which the decision was made, whichever is later. Written notice of the City Council's vote to appeal shall be submitted to the Planning & Development Department within seven (7) days of the City Council's vote. The City Council shall consider the appeal at a public meeting no later than forty-five (45) days after the date on which the notice of appeal is submitted to the Planning & Development Department. The City Council may affirm, modify, or reverse the decision of the Planning & Zoning Commission.

1.08 **SITE PLAN**

A site plan is the final plan required in the site plan approval process. The site plan is a detailed plan of the public and private improvements to be constructed. The purpose of the plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property.
2. Coordinate and document the design of public and private improvements to be constructed.
3. Coordinate the subdivision of land, including the granting of easements, development agreements and provision of surety.

**A. APPLICABILITY**

An approved, valid site plan shall be required prior to the approval of any construction plan and permit for and development defined in Article IV, Section 1.03 of this ordinance. An approved, valid preliminary site plan is required prior to the consideration of a site plan except as provided below:

1. Development of a single building on one lot not exceeding three acres (net) and where the lot is not being subdivided from a larger property.
2. Development of parking or outside storage areas.
3. Development of utilities and non-occupied structures.
4. Development of outdoor recreation structures and amenities.

**B. APPLICATION PROCEDURE AND REQUIREMENTS**

1. **Pre-application** - Before preparing a site plan, the applicant shall meet with Planning Department staff to discuss the procedures for approval and to review the general concept of the proposed development.
2. **General Application** - The property owner shall file an application for the approval of a Site Plan. This application shall include the information listed below on one dimensioned, engineer-scaled drawing on a sheet size 24" x 36". The drawing shall include existing and proposed site conditions and improvements, including:
  - a. Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
  - b. Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, City of Frisco project number, and preparation date.
  - c. Name, address and phone number of owner(s) and applicant(s).
  - d. Site data summary table
    - Zoning
    - Proposed Use
    - Lot Area, excluding right-of-way (square footage and acreage)
    - Building Area (gross square footage)

- Building Height (feet and number of stories)
  - Lot Coverage
  - Floor Area Ratio (for non-residential zoning)
  - Total Parking Required (with ratio)
  - Total Parking Provided
  - Handicap Parking Required
  - Handicap Parking Provided
  - Interior Landscaping Required
  - Interior Landscaping Provided
  - Square footage of Impervious Surface
  - For multi-family developments:
    - Number of Dwelling Units with Number of Bedrooms
    - Usable Open Space Required
    - Usable Open Space Provided
- e. City of Frisco site plan notes.
- f. Existing topography at two-foot contours or less and proposed at two-foot contours or less, referenced to sea level datum.
- g. Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks.
- h. Proposed reclamation of floodplain area(s), if applicable, with acreage.
- i. Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- j. Building locations, building size and dimensions, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.
- k. Finished floor elevation of structures referenced to sea level datum.
- l. Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type.
- m. Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- n. Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.
- o. Access easements and any off-site parking.
- p. Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening.
- q. Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage.

- r. Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification.
  - s. Landscape islands with dimensions and open space areas with dimensions and total square footage.
  - t. Proposed detention areas.
  - u. Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
  - v. Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated. Table of the number of water meters by size and noting if they are existing or proposed.
  - w. Inlets, culverts and other drainage structures on-site and immediately adjacent to the site.
  - x. Existing and proposed easements, including visibility easements.
  - y. Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
3. **Additional Requirements** - The following plans shall be submitted with a site plan application and approval is necessary prior to final authorization for development:
- a. Final plat or replat.
  - b. Engineering plans.
  - c. Traffic Impact Analysis, if applicable.
  - d. Landscape plans.
  - e. Facade plan, if applicable.
  - f. Other approvals as required by ordinance or resolution.
4. **Standards of Approval (ZA2002-0021)** - Where application for site plan approval is made for development defined on an approved, valid preliminary site plan, the Planning & Zoning Commission may approve, conditionally approve or deny the application based upon the criteria listed below:
- a. Conformance with the Comprehensive Plan and adopted design guidelines.
  - b. Compliance with the Zoning Ordinance and other applicable regulations and previously approved, valid plans for the property.
  - c. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
  - d. The width, grade and location of streets designed to accommodate prospective traffic and to provide access for fire fighting and emergency equipment to buildings.

- e. The use of landscaping and screening (1) to provide adequate buffers to shield lights, noise, movement or activities from adjacent properties when necessary, and (2) to complement the design and location of buildings and be integrated into the overall site design.
  - f. The location, size and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
  - g. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
  - h. Protection and conservation of water courses and areas subject to flooding.
  - i. The adequacy of streets, water, drainage, sewerage facilities, garbage disposal and other utilities necessary for essential services to residents and occupants.
5. **Effect** - Approval of a site plan is the City's authorization to apply for approval of building permits and to receive approval of engineering plans. During the time the site plan remains valid the City shall not apply any additional requirements concerning building placement, streets, drives, parking, landscaping or screening. Site plan approval is separate and distinct from other permits and approvals as may be required by the City and other regulatory agencies. Approval of a site plan shall not affect other applicable regulations concerning development and land use. Except where authorized by ordinance, a site plan may not be used to approve a variance to development regulations. Where an approved plan conflicts with an adopted regulation and no variance or exception is expressly approved, the regulation shall apply.
6. **Lapse** (ZA2002-0021) - The approval of a site plan shall be effective for a period of eighteen (18) months from the date of approval by the Planning & Zoning Commission, at the end of which time the applicant must have submitted and received approval of engineering plans and building permits. If the engineering plans and building permits are not approved, the site plan approval, together with any preliminary site plan for the property, is null and void. If engineering plans and permits have been approved only for a portion of the property and for improvements, the site plan for the remaining property and/or improvements, together with any preliminary site plan for the property, shall be null and void. The applicant shall be required to submit a new preliminary site plan and, subsequently, a new site plan consistent therewith, for review and approval by the Planning & Zoning Commission subject to the then existing regulations (see Article IV, Section 1.08(B)). Site plan approval shall expire upon completion of the improvements shown on the plan. Subsequent additional development, site modifications and redevelopment shall be permitted in accordance with Article IV, Section 1.12.
7. **Appeal** (ZA2002-0021) - The applicant, Director of Planning & Development, or four members of City Council may appeal the decision of the Planning & Zoning Commission by submitting a written notice of appeal to the Planning & Development Department. The applicant or Director of Planning & Development must submit said written notice of appeal no later than fourteen (14) days from the date of such decision. The City Council shall consider and act on whether it will appeal the Commission's decision no later than fourteen (14) days from the date of such decision or at its first regular meeting (for which there is time to post an agenda as required by law) that occurs after the Commission meeting at which the decision was made, whichever is later. Written notice of the City Council's vote to appeal shall be submitted to the Planning & Development Department within seven (7) days of the City Council's vote. The City Council shall consider the appeal at a public meeting no later than forty-five (45) days after the date on which the notice of appeal is

submitted to the Planning & Development Department. The City Council may affirm, modify, or reverse the decision of the Planning & Zoning Commission.

1.09 **AMENDMENTS (ZA2002-0021)**

At any time following the approval of a preliminary site plan or site plan, and before the lapse of such approval the property owner(s) may request an amendment. Amendments shall be classified as major and minor. Minor amendments shall include corrections of distances and dimensions, adjustments of building configuration and placement, realignment of drives and aisles, layout of parking, adjustments to open space, landscaping and screening, changes to utilities and service locations which do not substantially change the original plan. Any increase of building height or proximity to an adjacent (off-site) residential use shall not be considered a minor amendment. The Director of Planning & Development or his/her designee may approve or disapprove a minor amendment. Disapproval may be appealed to the Planning & Zoning Commission and City Council (see Article IV, Section 1.08(B)(7) for appeal procedure). All other amendments shall be considered major amendments and will be considered by the Planning & Zoning Commission at a public meeting in accordance with the same procedures and requirements for the approval of a plan.

1.10 **EXTENSION PROCEDURE**

- a. A property owner, or his/her representative, may request extension of an approved preliminary site plan if such request is submitted to the Director of Planning, or his/her designee at least thirty (30) days prior to lapse of such plan as provided in these regulations. The preliminary site plan may be extended up to twelve (12) months. Application for the extension shall be made by submitting a development application to the City's Planning Department on or before one of the City's official submittal dates for development requests. The application shall be accompanied by a letter detailing the reason for the extension and by the required number of copies of the plan. If the Director of Planning or his/her designee denies the extension, the applicant may request an appeal to the Planning & Zoning Commission in writing within fourteen (14) days of such denial. If the Planning & Zoning Commission denies the extension, the applicant may request an appeal to the City Council in writing within fourteen (14) days of such denial.

In reviewing an extension request, the Director of Planning or his/her designee shall consider the following:

- Has a site plan been submitted for any portion of the property shown on the preliminary site plan?
- Does the preliminary site plan comply with new ordinances that impact the health, safety, and general welfare of the community?
- Is there a need for a park, school, or other public facility or improvement on the property?

Negative answers to any of the above shall be grounds to deny the extension or approve the extension with conditions. In granting any extension, the Director of Planning or his/her designee, the Planning & Zoning Commission, upon appeal, or the City Council, upon appeal, may apply current development standards to the application, or make such other conditions as are needed to assure that the land will be developed in a timely fashion and that the public interest is served. A second one (1) year extension may be requested using the same process after the expiration of the initial extension.

- b. A property owner, or his/her representative, may request extension of an approved site plan if such request is submitted to the Director of Planning, or his/her designee at least thirty (30) days prior to lapse of such plan as provided in these regulations. Site plans may be extended up to six (6) months. Application for the extension shall be made by submitting a development application to the City's Planning Department on or before one of the City's official submittal dates for development requests. The application shall be accompanied by a letter detailing the reason for

the extension and by the required number of copies of the plan. If the Director of Planning or his/her designee denies the extension, the applicant may request an appeal to the Planning & Zoning Commission in writing within fourteen (14) days of such denial. If the Planning & Zoning Commission denies the extension, the applicant may request an appeal to the City Council in writing within fourteen (14) days of such denial.

In reviewing an extension request, the Director of Planning or his/her designee shall consider the following:

- Has the preparation of civil engineering plans progressed, a grading permit been issued, or construction commenced?

A negative answer to the above shall be grounds to deny the extension. In granting an extension, the Director of Planning or his/her designee, the Planning & Zoning Commission, upon appeal, or the City Council, upon appeal, may apply current development standards to the application, or make such other conditions as are needed to assure that the land will be developed in a timely fashion and that the public interest is served. A second six (6) month extension may be requested using the same process after the expiration of the initial extension.

- c. In determining whether to grant such request, the Director of Planning or his/her designee, the Planning & Zoning Commission, and/or the City Council shall take into account the reasons for the requested extension, the ability of the property owner to comply with any conditions attached to the original approval and the extent to which newly adopted regulations shall apply to the plan. The Director of Planning or his/her designee, the Planning & Zoning Commission, and/or the City Council shall extend or reinstate the plan, with or without conditions, or deny the request, in which instance the property owner must submit a new application for approval.
- d. The Director of Planning or his/her designee, the Planning & Zoning Commission, and/or the City Council may extend or reinstate the approval subject to additional conditions based upon newly enacted regulations or such as are necessary to assure compliance with the original conditions of approval. The Director of Planning or his/her designee, the Planning & Zoning Commission, and/or the City Council may also specify a shorter time for lapse of the extended plan than is applicable to original approvals.

#### 1.11 **REVOCATION OF APPROVAL**

The City Council or the Planning & Zoning Commission may revoke approval of a preliminary site plan or site plan if it determines that the conditions of the approval have not been met or if the plan contains, or is based upon, incorrect information.

#### 1.12 **ADDITIONAL DEVELOPMENT AND REDEVELOPMENT (ZA2002-0021)**

Following the completion of improvements shown on an approved site plan, additional development, site modifications or redevelopment of the site shall be permitted subject to the approval of a revised site plan. Minor expansions and redevelopment may be approved by the Director of Planning & Development or his/her designee under the terms of Article IV, Section 1.09. All other expansions or redevelopment shall require submittal of a revised site plan and the approval of the Planning & Zoning Commission under the requirements and procedures then in effect.

#### 1.13 **DESIGN STANDARDS AND SPECIFICATIONS**

The following design standards and specifications are incorporated by reference into this ordinance:

- Subdivision Regulation Ordinance
- Historic Downtown Master Plan
- Comprehensive Plan
- Fire Code

ARTICLE IV - SITE DEVELOPMENT REQUIREMENTS  
SECTION 1 - SITE PLAN REQUIREMENTS

- General Design Standards for Construction of Sanitary Sewer, Water, Paving and Drainage Construction
- General Construction Specifications for Paving and Drainage Facilities
- General Construction Specifications for Water and Sanitary Sewer Utilities